

# Appendix A – Application Materials

A complete set of application materials is included in this appendix. Electronic versions of the forms can be downloaded from EPA's web site at [www.epa.gov/enviroed/students.html](http://www.epa.gov/enviroed/students.html). The forms are available in an interactive portable document format (pdf) and can be completed online, then printed and mailed to EPA as described in the *How to Apply* section on page 5.

<b>NNEMS Application .....</b>	<b>A-3</b>
<b>NNEMS Reference Form .....</b>	<b>A-5</b>
<b>NNEMS Disclosure and Waiver Statement .....</b>	<b>A-7</b>



## Helpful Tips:

- Be sure to carefully read the section, *How to Apply*, on page 5 for detailed instructions on applying for a NNEMS fellowship
- Confirm that you meet all of the eligibility requirements described on page 5
- Include a transcript for each school attended
- Indicate on the application whether the Reference Form(s) will be sent under separate cover
- Type or complete online the application. If handwritten, write as neatly as possible
- Review the application to check for typographical or grammatical errors
- Mail the application so that it is postmarked on or before January 15, 2005





An interactive PDF version of this form is available online at  
[www.epa.gov/enviroed/NNEMS/2005apply.html](http://www.epa.gov/enviroed/NNEMS/2005apply.html)

## Project Information

Project Number: 2005- \_\_\_\_\_

Project category:

- ☐ Environmental Policy, Regulation, and Law
- ☐ Environmental Management and Administration
- ☐ Environmental Science
- ☐ Public Relations and Communications
- ☐ Computer Programming and Development

If you are applying for more than one NNEMS project,  
please indicate:

\_\_\_\_\_ Total number of NNEMS projects for which you are applying

\_\_\_\_\_ Order of preference for this project (1 = most preferred)

**You must complete a separate application for each  
project for which you are applying.**

## Applicant Information

Name \_\_\_\_\_

Please check the address to which you would like materials sent.

☐ Current Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

At Current Address Through \_\_\_\_\_ (month/year)

Current Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Current Email: \_\_\_\_\_

☐ Permanent Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Permanent Email: \_\_\_\_\_

School/University \_\_\_\_\_

Current Student Level:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| Undergraduate                      | Advanced                          |
| <input type="checkbox"/> Associate | <input type="checkbox"/> Graduate |
| <input type="checkbox"/> Freshman  | <input type="checkbox"/> Ph.D.    |
| <input type="checkbox"/> Sophomore |                                   |
| <input type="checkbox"/> Junior    |                                   |
| <input type="checkbox"/> Senior    |                                   |

Current Major/Minor: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Please list any additional universities attended:

		Transcript Enclosed
School/University	Dates Attended	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
School/University	Dates Attended	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
School/University	Dates Attended	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Eligibility

A NNEMS fellowship is available to any associate, undergraduate, or  
advanced student who is:

- A citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency
- Enrolled for academic credit at an accredited educational institution\*
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

*Please note: The following types of students are not eligible  
for a NNEMS fellowship:*

- Federal employees, including those who are on "leave without pay" status
- Undergraduate and graduate students who will graduate before the NNEMS fellowship is completed.  
(Students who complete their undergraduate studies before the end of a fellowship may apply if currently accepted or enrolled to a graduate program.)
- High school students

Additional requirements for associate, undergraduate, and  
advanced students include the following:

### Associate and Undergraduate Students

- 3.0 cumulative grade point average (GPA) based on a scale of 4.0 at the time that the application is due (a GPA of 2.999, for example, is not sufficient)
- Completion of at least four courses related to the field of environmental studies

### Advanced Students

- Currently enrolled in a graduate or Ph.D. program or can provide proof of acceptance and enrollment to a graduate or Ph.D. program at the time of fellowship award. Students who are awaiting notification of acceptance must submit verification of acceptance and enrollment at the time of fellowship award.
- Completion of one semester of graduate or Ph.D. work, or at least four undergraduate courses related to the field of environmental studies

\* The 2- or 4-year college, university, or distance-learning institution must be accredited by a regional or national accrediting organization recognized by the U.S. Department of Education or the Council for Higher Education Accreditation ([www.chea.org](http://www.chea.org)).

**Proposal**

**You may attach one additional page as necessary.**

**Proposed Research Plan:** Describe how you would conduct your research on this project.

**Relevant Information:** Describe your academic, professional, or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

**Academic Goals:** State how you expect this project to support your academic and professional goals.

**Application Package Checklist****Please verify that you:**

	Yes	No
Are a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency	<input type="checkbox"/>	<input type="checkbox"/>

Are enrolled at an accredited school	<input type="checkbox"/>	<input type="checkbox"/>
Are not a federal employee	<input type="checkbox"/>	<input type="checkbox"/>
Have a minimum 3.0 GPA	<input type="checkbox"/>	<input type="checkbox"/>

**Confidential Information**

Does your application package contain information that you consider to be confidential?

☐ Yes ☐ No

**Be sure to clearly mark confidential information**

Students must submit **four** complete application packages for each project (one original and three copies). Please note that only one official transcript is required which may be opened and copied, even if a student is applying for multiple projects. Please verify that you have included:

	Original	3 Copies	Mailed Separately
A completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A résumé	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An official college transcript from each school attended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A Reference Form from a professor or advisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A completed NNEMS Disclosure and Waiver Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Separate, complete application packages must be submitted for each NNEMS project.

Applications must be postmarked on or before **January 15, 2005**.

Mail Completed Application Package to:

NNEMS Fellowship Program

Tetra Tech EM Inc.

1881 Campus Commons Drive, Suite 200, Reston, VA 20191

An interactive PDF version of this form is available online at  
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## Project Information

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☐ Environmental Management and Administration  
☐ Environmental Science  
☐ Public Relations and Communications  
☐ Computer Programming and Development

If you are applying for more than one NNEMS project, please indicate:

3 Total number of NNEMS projects for which you are applying  
1 Order of preference for this project (1 = most preferred)

**You must complete a separate application for each project for which you are applying.**

## Applicant Information

John Doe

Name

Please check the address to which you would like materials sent.

☒ Current Mailing Address

123 Hill Street

Anytown

City

VA

State

00000

Zip

At Current Address Through May 2005 (month/year)

Current Phone: ( 123 ) 456 - 7891

Current Email: john DOE@email.com

☐ Permanent Mailing Address

City

State

Zip

Permanent Phone: (     )     -    

Permanent Email:                     

State University

School/University

Current Student Level:

Undergraduate

☐ Associate

☐ Freshman

☐ Sophomore

☒ Junior

☐ Senior

Advanced

☐ Graduate

☐ Ph.D.

Current Major/Minor: Environmental Policy

Expected Graduation Date: June 2006

Please list any additional universities attended:

School/University	Dates Attended	Transcript Enclosed
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>                    </u>	<u>                    </u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dr. Jane Doe

Names of Individuals Providing Reference

## Eligibility

A NNEMS fellowship is available to any associate, undergraduate, or advanced student who is:

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- Enrolled for academic credit at an accredited educational institution\*
- Pursuing an educational program directly related to pollution control or environmental protection for the duration of the fellowship

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**Proposal**

**You may attach one additional page as necessary.**

**Proposed Research Plan:** Describe how you would conduct your research on this project.

Some well-placed phone calls can save a lot of time in the library, so my investigation would begin with a week or two of phone interviews with a range of people already familiar with (1) wetland protection issues, and (2) the impact of USAID, World Bank and IUCN policies on environmental media. I would include USAID and World Bank program officers, UNEP officers, UNEP officials, public interest organizations with international environmental programs, and academic specialists, as well as people within EPA.

Then I would select three or four organizations to represent the range of agencies active internationally (Bilateral, Multilateral, Quasigovernmental). I would look at specific programs or projects currently under way at these agencies to assess wetland impact. I would also analyze the organizational structures and political context in which these agencies operate to gain a grasp of how these factors influence their projects on wetlands, as well as the legal authorities of these agencies.

(continued on attached sheet)

**Relevant Information:** Describe your academic, professional, or relevant experience that you believe qualifies you to conduct this research. For example, identify academic courses or research that enhances your qualifications.

Though I do not have a background in wetlands or water issues in general, I have been working for the past five years on international pesticide issues. I am already familiar with some of the mechanisms currently in place at the World Bank and USAID to regulate how their funds are used for pesticides. Last year, I wrote Problem Pesticides, Pesticide Programs and Analysis of the International Code of Conduct on the Distribution and Use of Pesticides approved in November 1986 by the FAO, as well as a guide on how to monitor for compliance with the code.

**Academic Goals:** State how you expect this project to support your academic and professional goals.

I would expect my end project to be a report summarizing the impacts these agencies are having on wetlands, along with a substantive analysis of the legal and political factors driving these impacts. The report would also include specific recommendations for policy changes. This project would allow me to gain hands-on experience in international policy as it relates to environmental issues, which dovetails with the Environmental Management program I am pursuing. This real world experience would reinforce the topics I have studied in school, allow me to explore wetlands issues in more depth, and give me crucial background experience to help me find a job in the environmental public policy field upon graduation.

**Application Package Checklist****Please verify that you:**

	Yes	No
Are a citizen of the U.S., its territories or possessions, or lawfully admitted to the U.S. for permanent residency	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are enrolled at an accredited school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are not a federal employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have a minimum 3.0 GPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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A résumé	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An official college transcript from each school attended	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A Reference Form from a professor or advisor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A completed NNEMS Disclosure and Waiver Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verification of acceptance and/or enrollment in a graduate or Ph.D. program if applicant is a graduating senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Separate, complete application packages must be submitted for each NNEMS project.

Applications must be postmarked on or before **January 15, 2005**.

Mail Completed Application Package to:  
NNEMS Fellowship Program  
Tetra Tech EM Inc.  
1881 Campus Commons Drive, Suite 200, Reston, VA 20191

## Instructions for the Reference

Thank you for providing a reference for a NNEMS fellowship applicant. Before you begin, please note that this reference is not intended to be confidential. Please submit the completed form to the applicant identified below, to be included in the application package. You may submit the reference under separate cover at the address provided below, but it must be postmarked on or before **January 15, 2005**:

NNEMS Fellowship Program  
Tetra Tech EM Inc.  
1881 Campus Commons Drive, Suite 200  
Reston, VA 20191

## To be Completed by Applicant

Project Number: 2005-\_\_\_\_\_ Current Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ Current Email: \_\_\_\_\_  
Current Mailing Address \_\_\_\_\_ School/University: \_\_\_\_\_  
\_\_\_\_\_ Current Major/Minor: \_\_\_\_\_  
\_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## To be Completed by the Reference

\_\_\_\_\_ Current Email: \_\_\_\_\_  
Name of Individual Providing Reference \_\_\_\_\_ Position or Title: \_\_\_\_\_  
Current Mailing Address \_\_\_\_\_ Department: \_\_\_\_\_  
\_\_\_\_\_ Institution: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Current Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Reference

The applicant named above is applying for a NNEMS fellowship. What are your personal impressions of the candidate's ability to perform the proposed research project? Include how the research project relates to and will further the student's academic goals. Please comment on the quality of his or her work, and promise of productive scholarship. Please explain in what capacity you have known the applicant and for what time period. (Continue on next page, if necessary.)

## REFERENCE FORM

**Reference:** (continued from previous page)

**Rating:**

Please rate this student in overall promise in comparison with other individuals with whom you have known at similar stages in their academic studies by checking the appropriate boxes.

	Outstanding	Excellent	Good	Fair	Poor	Not Applicable
Academic Performance						
Motivation for Proposed NNEMS Research Plan						
Research and Writing Ability						
Leadership Skills and Written Communication Skills						



# NNEMS DISCLOSURE AND WAIVER STATEMENT

**Please complete and submit with NNEMS application package. This form may be photocopied.**

I understand that the National Network for Environmental Management Studies (NNEMS) Program fellows are not employees of the U.S. Environmental Protection Agency (EPA) or the U.S. government. Thus, if selected to be a NNEMS fellow, I will not receive typical federal employee benefits including, but not limited to, health insurance, life insurance, annual leave, and sick leave.

In addition, I understand that in the event of an accident causing injury to myself while either performing my assigned functions or traveling, the U.S. government is not liable for any injury or harm I may incur. Further, I understand that the U.S. government is not liable for any injury or harm I may cause another person or persons while performing my assigned functions or traveling for EPA. As such, I understand that I am responsible for any injury or harm I cause to myself or others as a result of my actions.

By signing this form, I acknowledge that I fully understand the provisions contained in this statement regarding my status as a NNEMS fellow and the consequences of my actions while working as a NNEMS fellow. As a result, I have considered the possibility of obtaining personal insurance during my NNEMS fellowship.

Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_ Project # Applied For: 2005 - \_\_\_\_\_

\_\_\_\_\_ Project Category: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

